

**Michigan Department of Education
Public School Academy Program
ANNOUNCEMENT OF
2008-2009 CHARTER SCHOOL COMPETITIVE DISSEMINATION GRANTS**

**No Child Left Behind Act
Title V, Part B, Public Charter Schools Program
In Cooperation with the U.S. Department of Education**

INTRODUCTION

The Michigan Department of Education (MDE) is pleased to announce the 2008-2009 Charter School Competitive Dissemination Grant Program. This program is supported under Title V, Part B, Public Charter Schools Program, No Child Left Behind Act. The Michigan Department of Education (MDE) was successful in receiving a grant under this program for **\$22,802,234** over a three-year period, including \$7,978,981 for 2008-09. The MDE may award up to **\$580,760** in dissemination grant funds during 2008-09 to public school academies, on a competitive basis.

ELIGIBLE APPLICANTS

Michigan PSAs that have **not already received a dissemination grant** may apply if they

- have been in operation for at least three consecutive academic years,
- are financially viable, operationally sound, and academically successful

A list of eligible PSAs can be found at the end of this announcement

DEADLINE TO APPLY

The application must be received at the Michigan Department of Education by **Thursday, July 10, 2008**. Applications must be submitted using the Michigan Education Grants System (MEGS).

CONTACT INFORMATION

Questions regarding the 2008-2009 Charter School Competitive Dissemination Grant Program, may be directed to Joann Neuroth, Public School Academy Program, Office of School Improvement at 517/241-6668.

GRANT PURPOSE

The purpose of this grant is to fund proposals that will support activities that strengthen the pool of applicants for Michigan charters. To that end, MDE invites proposals for Mentorship grants: Dissemination-eligible schools may propose a series of mentorship activities designed to guide learning of development teams in process of applying for a charter or opening a chartered school. Examples of eligible activities could include planning team visits and internships at the mentor school, mentor-review of the team's draft plans, back-office and business plan consultations, policy and practice sharing, board-to-board orientation sessions, mutual visits to third party sites to investigate promising teaching and learning practices.

REQUIRED ACTIVITIES & PRODUCTS

Each dissemination proposal must identify at least one topic about which the applicant proposes to mentor aspiring charter developers. Topics could include (but are not limited to)

- Board recruitment, orientation and support
- CEPI Reporting systems
- Curriculum development, alignment, review and improvement systems
- Data Management systems
- Facility approval processes
- Federal consolidated grant management systems
- Financial Management systems
- Governance and policy establishment systems
- Instructional leadership systems
- Leadership development structures
- Parent Involvement and Information systems
- Pupil Accounting systems
- Remedial diagnostics, curriculum and instructional strategies
- School Improvement Team systems
- Teacher recruitment, selection, orientation and mentoring systems

For the topic addressed, each proposal must outline at least four dissemination methodologies. These should guide mentees through an approach that will result in a comprehensive (though not necessarily fully mature) operating system:

1. Each project is required to propose **at least one written “packet”** modeled after those in Michigan’s MI-Map School Improvement Tool Kit for inclusion in future editions to be distributed by MDE. The packet will be developed as part of the grant-funded activities, and distributed by MDE as part of future generations of the MI-Map publication. The packet does not have to be written and submitted as part of the application. However, the application must identify the title and provide a half-page synopsis describing what a reader/user would be able to do after following the steps outlined in the proposed MI-Map packet. Information about the MI-Map School Improvement Tool Kit may be found at: http://www.michigan.gov/mde/0,1607,7-140-28753_33424---,00.html .

2. Each project is required to propose **an interactive format** during which it would coach 2-4 mentees (charter development teams) through major steps in its proposed development process over the grant period.

3. Each project is required to propose a **visitation/observation mechanism** by which 5-10 additional interested development teams (beyond the 2-4 being intensively mentored) can “shadow” the mentor/mentee interaction and watch the system being mentored in demonstration or operation.

4. Each project is required to make **one or more presentations** at a national, state or regional conference.

Activities necessary to deliver these end-products must be described in the applicant’s workplan. Funds sufficient to carry each activity out should be identified in the proposed budget. Examples of other allowable expenses under the grant include:

- Costs of hiring contractors to develop materials, conduct trainings, etc.
- Costs of producing materials

- School staff time for “above and beyond” the call of duty work. Schools may not supplant salary funds from the regular school day and duties.
- Travel and lodging costs for mentor schools, contractors, and mentees
- Costs for dissemination activities
- Costs for necessary tools for presentations and workshops
- Conference costs (along the lines of dissemination costs above)
- Grant audit or reporting costs
- Costs associated with demonstration of activities to larger developer groups (5-10 schools)

GRANT RANGE & BUDGET INFORMATION

Grantees may receive a single year of funding through this grant. Funds totaling approximately \$500,000 are available at this time. Proposals may be submitted for funding up to \$100,000. The total number of grants funded will depend upon the quality of proposals submitted and the amount of funding requested. Upon successful completion of the first year funding, grantees will become eligible to propose follow-up activities for an additional year of funding.

The applicant must provide two kinds of budget information.

1) A Budget Summary page totals to the full amount of the grant request, and divides the proposed expenditures into the Michigan school accounting categories displayed on the MEGS form.

2) Budget Detail pages split each line from the summary into more detailed lines, each one of which addresses a single activity or use from the workplan. The “Description” column is used to provide cost assumptions that explain how the amount for that line was calculated. (For instance, “coordinator at \$75/hour for 4 hours”) This column should also include a numbered reference to the line in the project workplan which describes the activity being supported.

LENGTH OF AWARD AND PROJECT PERIOD

Applicants may apply for a one-year grant, beginning September 1, 2008 and ending August 31, 2009.

Person(s) responsible for direction or management of the project must be employees or contractors of the public school academy that is the recipient of the grant award, or employees or contractors of the educational service provider (ESP) operating the school and staff working on-site in the school. Federal grant funds may not supplant state or local funds allocated to the school. Additionally, the grant recipient charter school may retain five (5) percent administrative funds.

All funding will be subject to approval by the Superintendent of Public Instruction, based on reviewer ranking, comments, and Department recommendations.

REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement. Second year funding is contingent on the availability of continued federal funding.

CLOSING DATE

Applications for the 2008-2009 Charter School Dissemination Grant must be completed and submitted using the Michigan Electronic Grants System (MEGS). This system is available at

<http://meis.mde.state.mi.us/megs> and requires a MEIS Login and Password, as well as the appropriate level of access to MEGS. The application for MEIS accounts criteria can be found on the Michigan Department of Education Grants website under the section "What's New": <http://michigan.gov/mde-grants>.

Applications must be received at the Michigan Department of Education by **Thursday, July 10, 2008**.

The anticipated grant award date is September 1, 2008.

APPLICATION PREPARATION, PAGE LIMIT AND FONT SIZE

Applications should be prepared simply and economically, with the narrative portion of the proposal being **no more than 10 pages in length, double-spaced and with a font no smaller than 11-point font**. The application template is included at the end of this announcement, and an electronic template can be downloaded inside the MEGS grant application.

REVIEW PROCESS

Applications will be reviewed by a broad-based committee of individuals supportive of the systemic reform of public education and the charter school concept, and who are knowledgeable of educational and organizational concepts embodied in school reform. Award selections will be based on merit, quality and thoroughness, as determined by points awarded on the rubric furnished at the end of this announcement. All applications will be thoroughly reviewed and evaluated to assure guidelines of the federal regulations are met. Only proposals that meet the federal guidelines for allowable activities will be considered. An eligible application under this program must focus the grant award on project specifics listed in this grant announcement.

Applicants may wish to refer to the Michigan Department of Education's "*Proposal Development Guide*" for additional assistance in developing their proposal. This guide may be found under http://www.michigan.gov/documents/propdevguide_13484_7.pdf

All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action.

FUNDABLE ACTIVITIES

Michigan invites proposals under the following fundable activities permitted by federal statute establishing the Charter School Grant program:

- Assisting other individuals with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;

A charter school may not use dissemination grant funds, either directly or through a contractor, for marketing or recruitment activities designed to promote itself or the programs offered by it or by a contractor to parents or the community.

PAYMENT SCHEDULE

Payments to the grantee will be made upon filing the Department's "Expenditure/Request Form, DS-4492A." The grantee is permitted to request advance payments not exceeding actual

immediate cash needs and reimbursement up to the total amount of the award. "Immediate cash needs" means that the recipient has incurred bills that must be paid within **3 days**.

PERFORMANCE REPORTING

As a condition of receiving Charter School Grant Program funding, all recipients will provide the Department with progress reports of their performance in meeting program objectives set forth in the application for grant. The performance reports should address the outcomes of the objectives that were outlined in your narrative and should clearly describe how the activities of the grant period met or failed to meet proposed goals and objectives. The reports are due on the following dates:

Thursday, February 19, 2009 (Midyear Report)

Wednesday, September 30, 2009, 30 days after project completion (Final Report)

A form for the performance reports will be available to those successful applicants via MEGS.

FINANCIAL REPORTING

The Department's "**Final Expenditure Report Form**" is used for final financial reporting and is completed online **60 days** after completion of each grant. Failure to complete the Final Expenditure Report could result in **loss of funding** so that funds would need to be returned to MDE.

FINANCIAL AUDIT

The Michigan Department of Education reserves the right to conduct a financial audit of the grantee's program expenditures at any time during the grant period

WHERE TO OBTAIN ASSISTANCE

These materials are issued by the Michigan Department of Education, Public School Academy Program which is the sole point of contact in the state for this program. Questions should be directed to the Public School Academy Program at 517/241-6668.

LIST OF ELIGIBLE ACADEMIES

Following is a list of public school academies that have not received a dissemination grant, are in their fourth year of operation, and meet academic success criteria:

2008-09 Dissemination Grant Application

Due July 10, 2008

Please answer the following questions and upload your response document to MEGS.

Applications should be prepared simply and economically, with the narrative portion of the proposal being no more than 10 pages in length, double-spaced and with a font no smaller than 11-point font.

- 1) What educational practices do you propose to support as mentorship activities? Detail your school's current effectiveness and the history through which you developed and implemented these practices at your school. Include "lessons-learned" from the process of working through problems and refining the resulting effective practice.
- 2) Explain how you believe these practices contribute to your school's success (Academic? Financial? Operational? Governance?)
- 3) Describe your school's capacity to mentor several developing charter schools, and support several others to "shadow" your chosen practice. What school staff or consultants will play a role in mentoring schools? How have they developed their competence and experience with the practice? How will you balance mentoring with any other responsibilities they perform for the school? How will you ensure that the grant funds do not supplant existing funding sources?
- 4) One required product is at least one MI-Map packet setting out (and supporting) a checklist of activities for a potential mentee/reader that wants to duplicate your chosen practice. You may find it useful to divide the practice into several smaller development projects/packets. For each packet you envision, outline here the kind of information you expect to include on the first page of such a packet:
 - Title:** *Preparing to [Do Your Chosen Practice – Begin with a verb]*
 - Why go this route?** *[Bullet points laying out a rationale for investing in this checklist/practice]*
 - You'll know you've arrived when ...** *[Bullet points listing the deliverables a user will have once they complete this checklist/practice]*
 - It's about TIME:** *[Estimated investment of time required for a mentee/reader to undertake this checklist/practice].*
 - Potential COSTS:** *[Estimated dollar investment required for a user to undertake this checklist/practice].*
 - Sample steps for the Checklist:** *[Illustrate a few steps that might be part of the checklist you will develop during the grant period for use by mentees/readers.]*
- 5) Another required product is a structure that will provide ongoing, interactive mentoring for 2-4 mentees interested in setting up the infrastructure needed to operate a practice modeled after your educational practice. Describe the methods you will use for establishing a mentor relationship with your partner development teams. Please list development teams with whom you propose to partner, or outline the steps you will take to recruit and select partners if awarded the grant. Identify your expectations for the time and funding you would expect mentee partners to dedicate to the partnership over the 12-month grant period.
- 6) Each grantee will be required to also provide a mechanism by which 5-10 additional development teams can "shadow" the practice less intensively, observing its operation and building familiarity with its parameters. Describe the methods you will use to accommodate shadow teams. Please list development teams interested in shadowing

your process, or outline the steps you will take to recruit and select partners if awarded the grant.

- 7) Each grantee will be required to make one or more presentations at a national, state or regional conference at which interested charter schools or developers can hear about the chosen practice. Describe the presentations you intend to develop.
- 8) Outline a project management plan and timeline that identifies activities and mid-course milestones over the 12-month grant period which will lead to the deliverables named above. (A template is provided in MEGS.) Tie each step in the management plan to the budget line-item from which it will be supported.

2008-09 Dissemination Grant Rubric

Reviewers will use the following rubric to evaluate and score your application. Use it as part of your application preparation process to anticipate the kinds of things they will be expecting and ensure that you make the strongest case possible for each item.

EDUCATIONAL PRACTICE	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Are the expected benefits/learnings substantive and important to school success?							
Is the practice specific and tightly-enough defined?							
Does the applicant have extensive experience with the practice?							
Has the applicant thoughtfully defined "lessons learned" in a way that promises to be helpful to mentees/readers seeking to avoid pitfalls?							

CAPACITY TO MENTOR	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Does the applicant identify personnel whose experience, credentials and/or relationship with the school make it likely that they would provide credible guidance to development teams?							
Has the applicant taken sufficient care to ensure that funds will not be supplanting otherwise available funding?							
Is there a credible approach that balances the need for mentor personnel to have hands-on experience, with the need not to interfere with other duties they will be performing for the school?							

PROPOSED MI-MAP PACKET	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Are the packet(s) envisioned by the applicant interesting and inviting? Is a reader/mentor likely to believe that completing the packet's checklist will be beneficial?							
Does the applicant estimate realistically the amount of time and money that a mentee/reader should anticipate investing in learning and developing the practice?							
Are the deliverables concrete and specific? Would a reader/mentee know whether or not they have been accomplished?							
Are the sample steps well-chosen to represent interim products or tasks that could lead to developing a sound system?							

INTENSIVE MENTORING STRATEGY	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Does the applicant envision sufficient interaction so that the mentees will likely gain a good sense of the mentor's working system?							
Does the applicant envision coaching the mentee's own work in addition to showing how the mature system works?							
Has the applicant identified suitable mentees?							
Alternatively, has the applicant laid out a concrete plan for identifying and recruiting suitable mentees?							

SHADOW MENTORING STRATEGY	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Does the applicant envision sufficient interaction so that the mentees will likely gain a good sense of the mentor's working system?							
Does the applicant envision coaching the mentee's own work in addition to showing how the mature system works?							
Has the applicant identified suitable mentees?							
Alternatively, has the applicant laid out a concrete plan for identifying and recruiting suitable mentees?							

PROPOSED PRESENTATIONS	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7

Has the applicant identified topics that would be of interest to conference-goers?							
Has the applicant identified conferences at which audiences are likely to find the topics interesting?							

QUALITY OF WORKPLAN & BUDGET	Not at all -- 1	2	Somewhat 3	4	Quite a bit 5	6	Very Much 7
Is the workplan thorough and well-developed?							
Are deliverables likely to lead to accomplishment of the mentoring goal of the program?							
Are budgeted expenditures sensible uses of funds?							

Eligible Applicant List for Fall 2008 Awards

74908	Academic Transitional Academy of St. Clair
82921	Academy for Business & Technology
73903	Academy for Technology & Enterprise
82909	Academy of Detroit-West
25908	Academy of Flint
82961	Academy of Inkster
63904	Academy of Lathrup Village
63902	Academy of Oak Park
63903	Academy of Southfield
50911	Academy of Warren
82912	Academy of Westland
63914	Advanced Technology Academy
82903	Aisha Shule/WEB Dubois Prep Academy School
82955	Allen Academy
82981	American Montessori Academy
81904	Ann Arbor Learning Community
13901	Arbor Academy
50905	Arts Academy in the Woods
13904	Battle Creek Area Learning Center
09902	Bay County Public School Academy
50910	Ben Ross Public School Academy
11903	Benton Harbor Charter School
04901	Bingham Academy
70904	Black River Public School
82971	Blanche Kelso Bruce Academy (SDA)
74906	Blue Water Learning Academy (SDA)
82983	Bridge Academy
25909	Burton Glen Charter Academy
41908	Byron Center Charter School
82968	Canton Charter Academy
33907	Capital Area Academy
82902	Casa Richard Academy
51903	Casman Alternative Academy
25906	Center Academy
81902	Central Academy
82918	Cesar Chavez Academy
41920	Chandler Woods Charter Academy
82936	Charlotte Forten Academy
82960	Cherry Hill School of Performing Arts
33901	Cole Academy
82914	Colin Powell Academy
82919	Commonwealth Comm Dev Academy
05901	Concord Academy-Antrim

15901	Concord Academy-Boyne
50904	Conner Creek Academy
11901	Countryside Academy
82991	Covenant House Life Skills Center Central
82990	Covenant House Life Skills Center East
82989	Covenant House Life Skills Center West
26901	Creative Learn Acad of Sci Math & Humanities
82969	Creative Montessori Academy
41918	Creative Technologies Academy
63921	Crescent Academy
41916	Cross Creek Charter Academy
54901	Crossroads Charter Academy
38901	da Vinci Institute
82947	David Ellis Academy
82928	Dearborn Academy
82925	Detroit Community Schools
82979	Detroit Enterprise Academy
82974	Detroit Merit Charter Academy
82985	Detroit Premier Academy
82988	Discovery Arts & Technology Public School Academy
03901	Discovery Elementary School
82930	Dove Academy of Detroit
82984	Dr. Charles Drew Academy
70906	Eagle's Crest Charter Academy
81908	Eastern Washtenaw Multicultural Academy
82915	Eaton Academy
63910	Edison Oakland Public School Academy
82945	Edison Public School Academy
33902	El-Hajj Malik El-Shabazz Academy
13902	Endeavor Charter Academy
41905	Excel Charter Academy
81906	Fortis Academy
73909	Francis Reh Public School Academy
82987	Frontier International Academy
82911	Gaudior Academy
82937	George Crockett Academy
82963	George Washington Carver Academy
41921	Grand Rapids Child Discovery Center
41911	Grattan Academy
63907	Great Lakes Academy
63922	Great Oaks Academy
82977	Hamtramck Academy

82986	Hanley International Academy
74904	Health Careers Academy of St Clair
82927	HEART Academy
30901	Hillsdale Preparatory School
63911	Holly Academy
81901	Honey Creek Community School
82942	Hope Academy
82957	Hope of Detroit Academy
41902	Horizons Community High School
74905	Hospitality Academy of St Clair Co
50903	Huron Academy
74902	Industrial Technology Academy
74907	Info Tech Acad of St Clair Co
25905	International Academy of Flint
23901	Island City Academy
38903	Jackson Arts & Technology Public School Academy
17901	Joseph K. Lumsden Bahweting Anishnabe Academy
82958	Joy Preparatory Academy
39904	Kalamazoo Advantage Academy
82976	Keystone Academy
41914	Knapp Charter Academy
74903	Landmark Academy
63918	Laurus Academy
82978	Life Skills Center of Metropolitan Detroit
63920	Life Skills Center of Pontiac
25907	Linden Charter Academy
50901	Macomb Academy
25911	Madison Academy
82964	Marilyn F Lundy Academy
13903	Marshall Academy
82910	Martin Luther King Jr Ed Ctr
82967	Metro Charter Academy
82917	Michigan Health Academy
82907	Michigan Technical Academy
33904	Mid-Michigan Leadership Academy
11904	Mildred C. Wells Preparatory Academy
37902	Morey Public School Academy
50908	Mt. Clemens Montessori Academy
61903	Muskegon Technical Academy
55901	Nah Tah Wahsh Public School Academy
82962	New Beginnings Academy
41901	New Branches School
33908	New City Academy
73910	North Saginaw Charter Academy

82992	Northpointe Academy
25904	Northridge Academy
15902	Northwest Academy
82922	Nsoroma Institute
39903	Oakland Academy
17902	Ojibwe Charter School
82956	Old Redford Academy
12901	Pansophia Academy
38902	Paragon Charter Academy
39905	Paramount Charter Academy
82939	Pierre Toussaint Academy
82904	Plymouth Educational Center
63906	Pontiac Academy for Excellence
71902	Presque Isle Academy II
50909	Prevail Academy
74909	Public Safety Academy of St. Clair County
25910	Richfield Public School Academy
41919	Ridge Park Charter Academy
82975	Riverside Academy
73905	Saginaw County Transition Academy
73911	Saginaw Learn to Earn Academy
73908	Saginaw Preparatory Academy
81905	South Arbor Charter Academy
74910	St. Clair County Academy of Style
74911	St. Clair County Intervention Academy
74901	St. Clair County Learning Academy
82941	Star International Academy
82916	Summit Academy
82938	Summit Academy North
35901	Sunrise Education Center
82908	Thomas-Gist Academy
61904	Three Oaks Public School Academy
59901	Threshold Academy
61902	Timberland Academy
82933	Timbuktu Academy of Science and Technology
61901	Tri Valley Academy of Arts and Academics
82973	Trillium Academy
58902	Triumph Academy
82950	Universal Academy
82982	Universal Learning Academy
70905	Vanderbilt Charter Academy
41910	Vanguard Charter Academy
41909	Vista Charter Academy
82940	Voyageur Academy
70901	Walden Green Montessori

41915	Walker Charter Academy
63913	Walton Charter Academy
82970	Warrendale Charter Academy
70902	West MI Acad for Arts and Academics
41904	West MI Academy of Environmental Science
82959	West Village Academy
82943	Weston Preparatory Academy

33906	White Pine Academy
41917	William C Abney Academy
33909	Windemere Park Charter Academy
56901	Windover High School
25902	Woodland Park Academy
28901	Woodland School
82913	Woodward Academy
82953	YMCA Service Learning Academy